

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **MULTIMEDIA PRODUCTION SPECIALIST**

##### **DEFINITION:**

Under supervision, to plan, coordinate, and produce various multimedia presentations and projects; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Coordinates and assists in scheduling video production staffing and equipment used for video production including studio facilities, portable equipment and editing suites;
- Consults with producers to review footage, scripts, and tapes;
- Operates control room switching equipment and serves as technical director, camera operator, video tape editor, and lighting director;
- Assists in developing scripts, budgets, and other materials needed for production;
- Trains interns and volunteers in use of equipment and procedures;
- May lead the work of volunteers, contract talent, contract production crews and interns;
- Develops projects for a variety of media including film, video, compact disc , CD/DVD-rom, the Web and printed materials as needed;
- Performs other related duties as required.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree in Television and Film Communication, **AND** two years of video or multimedia production experience in government access television or local organization video programming.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.